

CHRIS Training Workflow Instructions for Approvers

Purpose:

CHRIS Training Workflow allows employees to electronically request and route training requests and for managers to electronically approve training actions online. The following information outlines the basic steps that must be taken to approve training actions.

Logging On:

- Step 1: Log on to Employee Self Service (ESS) at <https://mis.doe.gov/ess>.
- Step 2: Click the CHRIS/PeopleSoft menu item. The Connect to CHRIS/PeopleSoft Screen is displayed.
- Step 3: Click the Connect to CHRIS button and the Main CHRIS Workflow screen should be displayed.

NOTE: After filling out forms provided by the organizational Training Workflow POC, approvers will receive an email message from the CHRIS Security Administrator. Approvers can utilize the single sign-on capability provided in ESS to access CHRIS Training Workflow. Approvers may receive the following PeopleSoft Error message: Webserver appears to be incorrectly configured. If this message is received, close the window by clicking the X button in the upper right-hand corner. Then click the Connect to CHRIS button on the previous screen and the Main CHRIS Workflow screen should be displayed.

Managers -- Reviewing a Training Request:

- Step 1: You will receive an e-mail notification of an action awaiting your approval.
- Step 2: Log on to CHRIS (follow steps in "Logging On" section above and go to Step 5 below).
- Step 3: Click on "Worklist" to retrieve all requests pending your approval.
- Step 4: Click on the appropriate request from the list.
- Step 5: Review the training information on the "Training Request Form" page.
- Step 6: Click on the "Approval Routing" tab.
- Step 7: Select approved, denied, or recycle from the drop down menu under the status column on the training request.
 - a. Approved will notify the next approver by e-mail to approve or deny the training.
 - b. Denied will notify the initiator by e-mail that the training has been denied.
 - d. Recycled will notify the previous approver or the initiator by e-mail that additional information is needed or that he/she is the wrong approver.
 - e. If you deny or recycle a training request, you must enter your pertinent comments/reason in the appropriate remark field.
 - e. If the next box is blank or contains the incorrect approver, select the appropriate approver by clicking on the magnifying glass or place a check in the "Skip" box next to the appropriate approver step, if no approver is required.
- Step 8: Click "Save."
- Step 9: Click on the "Sign Out" button to exit the system.

Hotline Help:

- **Access problems with your CHRIS Workflow user ID or password should be sent via e-mail to: chrissecurity@netl.doe.gov.
- **Contact the Training and Development Department for questions concerning procedures and general operational assistance.